

# EXECUTIVE SECRETARY I

## DEFINITION OF TERMS OF MINIMUM QUALIFICATIONS:

### Pattern II:

- **“Three years of experience in clerical work at least one year...performing difficult secretarial work.”**

Includes, but not limited to, a combination of the following types of clerical work:

- Manage incoming calls
- Time keeping
- Process incoming/outgoing mail
- Handle requests for information
- Prepare departmental correspondence and documents
- Schedule meetings and appointments
- Purchase office supplies, tracking and logging invoices
- File and record management
- Operating office equipment (i.e., fax, scan, duplicate)
- Customer service (telephone/reception)
- Basic computer knowledge (i.e., email, internet, typing, word processing, data entry)

Includes, but not limited to, a combination of the following types of difficult secretarial work:

- Handling more complex situations independently
- More complex record keeping involving sensitive or confidential data
- Developing manuals for Departmental policies and procedures
- Effectively dealing with higher level management
- Direct the work of others
- Train lower level employees
- Making travel arrangements, handling travel expense claims

## APPROVED EXPERIENCE – PATTERN II

### Office Technician \$2686 - \$3209

- Benefit Program Specialist (CalPERS), Range C
- Clerk, California Conservation Corps, Range A
- Consumer Assistance Technician
- Lottery Ticket Sales Specialist
- Motor Vehicle Field Representative, Range C

- Motor Vehicle Technician, Range B
- Pension Program Representative, Range B
- Personnel Program Technician I
- Program Technician II
- Racing License Technician II
- Statistical Clerk
- Tax Program Technician I, Franchise Tax Board
- Tax Technician II, Board of Equalization